



**RIGHT
TRACK**

SAINT PAUL. YOUTH JOBS.

Youth Program Assistant

Job Description:

Assist with time cards (review and technical help as requested), assist in developing the program through recruitment, special events (trainings, socials, etc.) as well as support YJ01 Right Track Project Manager with office and communication tasks.

Worksite Location:

Right Track Office – City Hall Annex, 25 W. 4th St. #400, Saint Paul, MN 55102

Work Schedule (Days/Hours):

Flexible, most likely 2x a week from 2:30-5:00 pm or 3x a week from 3:00-5:00pm. Weekdays only.

Requirements/Qualifications:

Must meet Right Track eligibility requirements and be at least 16 years old, proactive, professional, have Microsoft office knowledge, and a desire to work hard and learn!

If interested, contact:

Asha Shoffner

Email: asha.shoffner@ci.stpaul.mn.us